



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2012 - JUNE 30, 2013
Deadline: July 12, 2013**

1. DEPARTMENT INFORMATION:

Department: Department of General Services
Division/Unit: Real Estate Services

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

| | | | | | | | |
|-------------|---|-------|-------|---|---------|---|-------------|
| No. of Vol. | 3 | Hours | 1,300 | X | \$22.14 | = | \$28,782.00 |
|-------------|---|-------|-------|---|---------|---|-------------|

Types of work performed by GENERAL VOLUNTEERS in this category:

Assisiting various issues presented to the Real Estate Services Team: from updating property inventory sheets; to preparation of map documents and quality control; working on GIS related projects; obtaining approval from Resource Agencies for projects.

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b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

| | | | | | | | |
|-------------|--|-------|--|---|---------|---|--------|
| No. of Vol. | | Hours | | X | \$22.14 | = | \$0.00 |
|-------------|--|-------|--|---|---------|---|--------|

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level

| <u>Position</u> | <u>Hours</u> | X | <u>VCL</u> | = | <u>Dollar Benefit</u> |
|-----------------|--------------|---|------------|---|-----------------------|
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |

| | | | | | |
|--------------------|--|--------------------|---|----------------------|---------------|
| No. of Vol. | | Total Hours | 0 | Total Value = | \$0.00 |
|--------------------|--|--------------------|---|----------------------|---------------|

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

| | <u>No. of Volunteers</u> | <u>Hours</u> | <u>Dollar Benefit</u> |
|-------------------|--------------------------|--------------------|----------------------------------|
| 2a. | 3 | 1,300 | \$28,782.00 |
| 2b. | | | |
| 2c. | | | |
| Total Vol. | 3 | Hours 1,300 | Total Value = \$28,782.00 |

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

| | | | |
|---------------|-------|--------|-------|
| Item Donated: | _____ | Value: | _____ |
| Item Donated: | _____ | Value: | _____ |
| Item Donated: | _____ | Value: | _____ |
| Item Donated: | _____ | Value: | _____ |
| Item Donated: | _____ | Value: | _____ |

| | |
|---------------|--------|
| TOTAL VALUE = | \$0.00 |
|---------------|--------|

4. VOLUNTEER PROGRAM COSTS:

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

| | | | | | | | |
|-------|----------------------|---|------|----------------------|---|----------------------|--------|
| Hours | <input type="text"/> | X | Rate | <input type="text"/> | = | <input type="text"/> | \$0.00 |
|-------|----------------------|---|------|----------------------|---|----------------------|--------|

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

| | | | | | | | |
|-------|----------------------|---|------|----------------------|---|----------------------|--------|
| Hours | <input type="text"/> | X | Rate | <input type="text"/> | = | <input type="text"/> | \$0.00 |
|-------|----------------------|---|------|----------------------|---|----------------------|--------|

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

| <u>Item</u> | <u>Cost</u> |
|-------------|-------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| | | | |
|------------------------------|---|----------------------|--------|
| TOTAL OF OTHER PROGRAM COSTS | = | <input type="text"/> | \$0.00 |
|------------------------------|---|----------------------|--------|

| | | | |
|--|---|----------------------|--------|
| d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c) | = | <input type="text"/> | \$0.00 |
|--|---|----------------------|--------|

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

| | |
|---|--------------------|
| a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) | <u>\$28,782.00</u> |
| b. Total of Donations to Volunteer Program, Item 3 (Page 2) | <u>\$0.00</u> |
| c. Subtract Total of Program Costs, Item 4d (Page 3) | <u>\$0.00</u> |

TOTAL PROGRAM BENEFIT

| |
|--------------------|
| \$28,782.00 |
|--------------------|

6. RECRUITING:

Please describe your recruiting programs:

Recruitment for Volunteers is an expanding program to the Department of General Services. We are looking to move forward and develop our program which will help identify processes and fine tune tracking mechanisms for number of hours volunteered by each.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Assistance in property tracking bond refiancing projects; assisted in property tracking records for court transfers etc. Provide counseling assistance in critical projects within RES; develop statements of work for consultants and working closely with P&C. Lunch Franck and William Ring were recognized as Volunteer of the Year for 2012-2013 and were honored by the Board of Supervisors. Reuben Arvin was recognized as Volunteer of the Month and also recognized by the Board.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

We are looking to hire students studying automotive technology to work alongside our fleet staff. We will continue to have two RES Volunteers working on currently assigned projects and assign new projects as they develop.

9. GENERAL INFORMATION:

Name of person completing report: Jennifer Espinosa, DHRO
Phone: 858-694-2481 Mail Stop: O361 E-Mail: jennifer.espinosa@sdco
Volunteer Coordinator: Jennifer Espinosa, DHRO
Phone: _____ Mail Stop: _____ E-Mail: _____

10. DEPARTMENT CERTIFICATION:

 7/11/13
DEPARTMENT HEAD SIGNATURE DATE